

# **INSTRUCTIONS FOR USING THE DAILY AND ANNUAL SCHOOL BUS INCIDENT REPORT FORM(S)**

## **PURPOSE**

To compile accurate, uniform and reliable information about school bus incidents so problems and trends can be identified and needed safety programs can be developed.

Information you provide in this Uniform School Bus Incidents Report Form will be required to complete the National Safety Council's **ANNUAL SUMMARY OF SCHOOL BUS INCIDENTS**. Please answer every question.

702 KAR 5:030 Section 3, states "The superintendent shall make reports annually to the Department of Education on all school bus accidents that occurred during the year. Incidents involving serious student injury or fatality or failure of safety equipment shall be reported to KDE immediately. KDE shall then distribute this information to all districts".

## **WHO SHOULD COMPLETE THIS FORM?**

The person designated by state or local jurisdiction.

This form should be completed whether pupils are present or not if the incident you are reporting involves any amount of property damage OR personal injury OR fatality to:

- a. occupants in the bus (pupils, drivers or other persons);
- b. occupants in any other vehicle(s) involved in the incident; or
- c. non-occupants of the school bus or other vehicle (e.g., students in the loading or unloading zone, pedestrian bystanders, etc.).

## **DEFINITIONS**

### **INCIDENT**

Sequence of events which usually produces unintended injury, death or property damage.

### **BUS**

A motor vehicle with motive power, except a trailer, designed for carrying more than ten (10) persons (Code of Federal Regulations, Title 49, Transportation).

### **DRIVER**

The person driving the school bus and/or other vehicle.

### **INTERSECTION**

An area which (1) contains a crossing or connection of two or more roadways not classified as driveway access; and (2) is embraced within the prolongation of the lateral curb lines or, if none the lateral boundary lines of the roadways. Where the distance along a roadway between two (2)

areas meeting these criteria is less than ten meters (33 feet), the two areas and the roadway connecting them are considered to be parts of a single intersection (Classification of Motor Vehicle Traffic Accidents, ANSI DIG.1, American National Standards Institute).

### **LOADING AND UNLOADING ZONE**

Any place the school bus stops to load or unload passengers.

### **PUPIL**

A person who attends an educational institution.

### **SCHOOL BUS**

A bus that is sold, or introduced in interstate commerce, for purposes that include carrying students to and from school or related events, but does not include a bus designated and sold for operation as a common carrier in urban transportation (Code of Federal Regulations, Title 49, Transportation).

There are four (4) types of school buses:

- |        |  |
|--------|--|
| TYPE A | A conversion or body constructed and installed upon a van-type compact truck or front-section vehicle, with a gross vehicle weight rating of 10,000 pounds or less, designed for carrying more than ten (10) persons.  |
| TYPE B | A conversion of body constructed and installed upon a van or front-section chassis, or stripped chassis, with a gross vehicle weight rating of more than 10,000 pounds, designed for carrying more than ten (10) persons. Part of the engine is beneath and/or behind the windshield and beside the driver's seat. The entrance door is behind the front wheels.   |
| TYPE C | A body installed upon a flat back cowl chassis with a gross vehicle weight rating of more than 10,000 pounds, designed for carrying more than ten (10) persons. All of the engine is in front of the windshield and the entrance door is behind the front wheels.  |
| TYPE D | A body installed upon a chassis with the engine mounted in the front, mid-ship or rear, with a gross vehicle weight rating of more than 10,000 pounds, designed for carrying more than ten (10) persons. The engine may be behind the windshield and beside the driver's seat, at the rear of the bus, behind the rear wheels, or mid-ship between the front and rear axles. The entrance door is ahead of the front wheels. |

### **OTHER**

Any other person.

## KENTUCKY DAILY SCHOOL BUS INCIDENT REPORT

SCHOOL DISTRICT NO. \_\_\_\_\_  
BUS OWNER: \_\_\_\_\_  
BUS CHASSIS MAKE: \_\_\_\_\_  
BUS SERIAL #: \_\_\_\_\_  
BUS DRIVER NAME: \_\_\_\_\_  
DRIVER LICENSE: \_\_\_\_\_  
DATE OF INCIDENT: \_\_\_\_\_  
TIME OF INCIDENT: \_\_\_\_\_

SCHOOL DISTRICT NAME: \_\_\_\_\_  
BUS BODY MAKE: \_\_\_\_\_  
MODEL YEAR: \_\_\_\_\_  
BUS SIDE #: \_\_\_\_\_  
CITATION ISSUED: ☐ YES ☐ NO  
DRIVER SSN: \_\_\_\_\_  
DAY OF WEEK: \_\_\_\_\_  
CIRCLE: A.M. P.M. URBAN ☐ RURAL ☐

### PART I – SCHOOL BUS PHYSICALLY INVOLVED

1. TYPE OF INCIDENT (see def.) (enter only one response):
- |  |   |
|--|---|
| 1. <input type="checkbox"/> between motor vehicles             | 5. <input type="checkbox"/> pedalcycle                                    |
| 2. <input type="checkbox"/> noncollision                       | 6. <input type="checkbox"/> railroad train                                |
| 3. <input type="checkbox"/> pedestrian                         | 7. <input type="checkbox"/> other-animal, animal-drawn vehicle, streetcar |
| 4. <input type="checkbox"/> fixed object (complete Question 2) |   |
2. COMPLETE IF FIXED OBJECT INCIDENT (enter only one response, that which caused most damage):
- |   |   |   |   |
|---|---|---|---|
| 01. <input type="checkbox"/> embankment   | 04. <input type="checkbox"/> sign       | 07. <input type="checkbox"/> fence          | 10. <input type="checkbox"/> curb             |
| 02. <input type="checkbox"/> utility pole | 05. <input type="checkbox"/> guardrail  | 08. <input type="checkbox"/> median barrier | 11. <input type="checkbox"/> culvert-headwall |
| 03. <input type="checkbox"/> tree         | 06. <input type="checkbox"/> bridgerail | 09. <input type="checkbox"/> fire hydrant   | 12. <input type="checkbox"/> other (specify)  |
3. DID INCIDENT RESULT IN (enter only one response):
- |   |   |
|---|---|
| 1. <input type="checkbox"/> fatality                        | 3. <input type="checkbox"/> non-incapacitating injury |
| 2. <input type="checkbox"/> incapacitation injury (serious) | 4. <input type="checkbox"/> possible injury (minor)   |
4. NUMBER INJURED (SEE PART III) \_\_\_\_\_
5. MANNER OF COLLISION BETWEEN VEHICLE OR OBJECTS:
- |                                   |                                     |                                      |                                   |
|-----------------------------------|-------------------------------------|--------------------------------------|-----------------------------------|
| 1. <input type="checkbox"/> angle | 2. <input type="checkbox"/> head-on | 3. <input type="checkbox"/> rear-end | 4. <input type="checkbox"/> other |
|-----------------------------------|-------------------------------------|--------------------------------------|-----------------------------------|
6. BUS DIRECTION ANALYSIS (enter only one response for 01 thru 28):

#### COLLISION WITH PEDESTRIAN

- |   |  |
|---|--|
| <b>INTERSECTION (see def.)</b><br>01. <input type="checkbox"/> bus going straight<br>02. <input type="checkbox"/> bus turning right<br>03. <input type="checkbox"/> bus turning left<br>04. <input type="checkbox"/> bus backing<br>05. <input type="checkbox"/> other action (specify) _____ | <b>NON-INTERSECTION</b><br>06. <input type="checkbox"/> bus going straight<br>07. <input type="checkbox"/> bus turning right<br>08. <input type="checkbox"/> bus turning left<br>09. <input type="checkbox"/> bus backing<br>10. <input type="checkbox"/> other action (specify) _____ |
|---|--|

#### COLLISION WITH OTHER VEHICLE

- |   |  |
|---|--|
| <b>INTERSECTION</b><br>11. <input type="checkbox"/> entering at angle, both moving<br>12. <input type="checkbox"/> entering same direction, both moving<br>13. <input type="checkbox"/> entering opposite direction, both moving<br>14. <input type="checkbox"/> other action (specify) _____ | <b>NON-INTERSECTION</b><br>15. <input type="checkbox"/> same direction, both moving<br>16. <input type="checkbox"/> opposite direction, both moving<br>17. <input type="checkbox"/> one vehicle stopped<br>18. <input type="checkbox"/> other action (specify) _____ |
|---|--|

#### ALL OTHER COLLISIONS

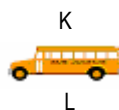
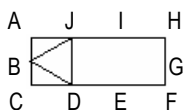
- |   |   |
|---|---|
| <b>INTERSECTION</b><br>19. <input type="checkbox"/> fixed object<br>20. <input type="checkbox"/> other road vehicle, train, pedalcycle<br>21. <input type="checkbox"/> other object, animal | <b>NON-INTERSECTION</b><br>22. <input type="checkbox"/> fixed object<br>23. <input type="checkbox"/> other road vehicle, train, pedalcycle<br>24. <input type="checkbox"/> other object, animal |
|---|---|

#### NON- COLLISION

- |  |  |
|--|--|
| <b>INTERSECTION</b><br>25. <input type="checkbox"/> overturn<br>26. <input type="checkbox"/> other non-collision | <b>NON-INTERSECTION</b><br>27. <input type="checkbox"/> overturn<br>28. <input type="checkbox"/> other non-collision |
|--|--|

7. FIRST POINT OF IMPACT (enter only one response in box):

Enter Letter



8. TOTAL NUMBER OF LANES ON ROADWAY: \_\_\_\_\_

9. POSTED SPEED LIMIT: \_\_\_\_\_

10. APPROXIMATE SPEED OF THE BUS: \_\_\_\_\_

11. AGE OF SCHOOL BUS DRIVER: \_\_\_\_\_

12. DRIVER GENDER: 1. ☐ MALE 2. ☐ FEMALE

13. DRIVER'S EXPERIENCE DRIVING SCHOOL BUS:

1. ☐ less than 6 months

3. ☐ 1-2 years

5. ☐ 5-10 years

2. ☐ 1 year or less

4. ☐ 2-5 years

6. ☐ over 10 years

14. IN LAST THREE YEARS, HOW MANY SCHOOL BUS INCIDENTS HAS DRIVER HAD? \_\_\_\_\_

15. DID THE DRIVER RECEIVE A PRE-SERVICE SCHOOL BUS DRIVER TRAINING COURSE? 1. ☐ YES 2. ☐ NO

16. DID THE DRIVER RECEIVE IN-SERVICE TRAINING IN THE LAST 12 MONTHS? 1. ☐ YES 2. ☐ NO

17. WAS BUS DRIVER'S SEAT BELT IN USE WHEN THE INCIDENT OCCURRED? 1. ☐ YES 2. ☐ NO

18. TYPE OF SCHOOL BUS: (see def.) 1. ☐ TYPE A 2. ☐ TYPE B 3. ☐ TYPE C 4. ☐ TYPE D 5. ☐ OTHER

19. TOTAL NUMBER OF PASSENGERS ON BUS (EXCLUDING DRIVER): \_\_\_\_\_

20. BUS RATED SEATING CAPACITY: \_\_\_\_\_

21. SCHOOL BUS USE AT TIME OF INCIDENT: 1. ☐ REGULAR ROUTE 3. ☐ SPECIAL EDUCATION USE  
2. ☐ FIELD/ACTIVITY TRIP (SCHOOL RELATED USE) 4. ☐ OTHER USE

22. CONDITION OF ROAD AT TIME OF INCIDENT (enter only one response):

1. ☐ dry

3. ☐ under repair

5. ☐ holes or ruts

7. ☐ wet

2. ☐ ice

4. ☐ snow packed

6. ☐ muddy

8. ☐ other (specify) \_\_\_\_\_

23. LIGHT CONDITION (enter only one response): 1. ☐ dawn 3. ☐ dusk 5. ☐ dark, not artificially illuminated  
2. ☐ daylight 4. ☐ dark, artificially illuminated

24. WEATHER CONDITION (enter only one response):

1. ☐ clear

3. ☐ raining

5. ☐ snowing

7. ☐ smog/smoke

2. ☐ sleeting

4. ☐ fog

6. ☐ dusk

8. ☐ other (specify) \_\_\_\_\_

## PART II – LOADING/UNLOADING ZONE INCIDENTS (SEE DEFINITIONS)

1. AT THE TIME OF THE INCIDENT, WHERE WAS THE BUS? (enter only one response)

1. ☐ approaching zone

2. ☐ stopped in the zone

3. ☐ leaving the zone

4. ☐ not in sight

2. WAS THE PUPIL(S)? 1. ☐ hit by the bus 2. ☐ hit by other vehicle

3. NUMBER INJURED: (SEE PART III)

4. LOCATION OF INJURED PUPILS:

1. ☐ on side of road

2. ☐ in roadway

3. ☐ on sidewalk

4. ☐ other (specify) \_\_\_\_\_

DESCRIPTION OF INCIDENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PART III – INJURY TALLY SHEET FOR STUDENT AND SCHOOL PERSONNEL

AGE	ON BOARD BUS										OFF BUS LOADING/UNLOADING ZONE									
	KILLED				INJURED						KILLED				INJURED					
					SERIOUS		MODERATE		MINOR						SERIOUS		MODERATE		MINOR	
		M		F		ALL		ALL		ALL		M		F		ALL		ALL		ALL
Under 5	01		02		03		04		05		06		07		08		09		10	
5	11		12		13		14		15		16		17		18		19		20	
6	21		22		23		24		25		26		27		28		29		30	
7	31		32		33		34		35		36		37		38		39		40	
8	41		42		43		44		45		46		47		48		49		50	
9	51		52		53		54		55		56		57		58		59		60	
10	61		62		63		64		65		66		67		68		69		70	
11	71		72		73		74		75		76		77		78		79		80	
12	81		82		83		84		85		86		87		88		89		90	
13	91		92		93		94		95		96		97		98		99		100	
14	101		102		103		104		105		106		107		108		109		110	
15	111		112		113		114		115		116		117		118		119		120	
16	121		122		123		124		125		126		127		128		129		130	
17	131		132		133		134		135		136		137		138		139		140	
18	141		142		143		144		145		146		147		148		149		150	
Over 18	151		152		153		154		155		156		157		158		159		160	
Driver	161		162		163		164		165		166		167		168		169		170	
Others	171		172		173		174		175		176		177		178		179		180	
Totals	181		182		183		184		185		186		187		188		189		190	

REPORT SUBMITTED BY:

Signature

Name (Print)

Date

Position

**KENTUCKY ANNUAL SCHOOL BUS INCIDENT REPORT****SCHOOL YEAR TOTALS**

SCHOOL DISTRICT NO. \_\_\_\_\_ SCHOOL DISTRICT NAME: \_\_\_\_\_

CITATION ISSUED: YES \_\_\_\_\_ NO \_\_\_\_\_ URBAN \_\_\_\_\_ RURAL \_\_\_\_\_

DAY OF WEEK	MON	TUE	WED	THUR	FRI	SAT	SUN
-------------	-----	-----	-----	------	-----	-----	-----

TIME OF INCIDENT: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. \_\_\_\_\_

**(PLEASE ENTER THE TOTAL NUMBER OF INCIDENTS PER CATEGORY, FOR THE SCHOOL YEAR)****PART I – SCHOOL BUS PHYSICALLY INVOLVED**

1. TYPE OF INCIDENT(S) (see def.):

- |   |  |
|---|--|
| 1. between motor vehicles _____             | 5. pedal-cycle _____                                   |
| 2. non-collision _____                      | 6. railroad train _____                                |
| 3. pedestrian _____                         | 7. other-animal, animal-drawn vehicle, streetcar _____ |
| 4. fixed object (complete Question 2) _____ |  |

2. COMPLETE IF FIXED OBJECT INCIDENTS:

- |                        |                       |                          |                            |
|------------------------|-----------------------|--------------------------|----------------------------|
| 01. embankment _____   | 04. sign _____        | 07. fence _____          | 10. curb _____             |
| 02. utility pole _____ | 05. guardrail _____   | 08. median barrier _____ | 11. culvert-headwall _____ |
| 03. tree _____         | 06. bridge-rail _____ | 09. fire hydrant _____   | 12. other (specify) _____  |

3. DID INCIDENT RESULT IN:

- |  |                                    |
|--|------------------------------------|
| 1. fatality _____                        | 3. non-incapacitating injury _____ |
| 2. incapacitation injury (serious) _____ | 4. possible injury (minor) _____   |

4. NUMBER INJURED (SEE PART III)

5. MANNER OF COLLISION BETWEEN VEHICLES OR OBJECTS:

1. angle \_\_\_\_\_ 2. head-on \_\_\_\_\_ 3. rear-end \_\_\_\_\_ 4. other \_\_\_\_\_

6. BUS DIRECTION ANALYSIS:

**COLLISION WITH PEDESTRIAN****INTERSECTION (see def.)**

- |                              |                                  |
|------------------------------|----------------------------------|
| 01. bus going straight _____ | 04. bus backing _____            |
| 02. bus turning right _____  | 05. other action (specify) _____ |
| 03. bus turning left _____   |                                  |

**NON-INTERSECTION**

- |                              |                                  |
|------------------------------|----------------------------------|
| 06. bus going straight _____ | 09. bus backing _____            |
| 07. bus turning right _____  | 10. other action (specify) _____ |
| 08. bus turning left _____   |                                  |

**COLLISION WITH OTHER VEHICLE****INTERSECTION**

- |  |
|--|
| 11. entering at angle, both moving _____           |
| 12. entering same direction, both moving _____     |
| 13. entering opposite direction, both moving _____ |
| 14. other action (specify) _____                   |

**NON-INTERSECTION**

- |   |
|---|
| 15. same direction, both moving _____     |
| 16. opposite direction, both moving _____ |
| 17. one vehicle stopped _____             |
| 18. other action (specify) _____          |

**ALL OTHER COLLISIONS****INTERSECTION**

- |   |
|---|
| 19. fixed object _____                          |
| 20. other road vehicle, train, pedalcycle _____ |
| 21. other object, animal _____                  |

**NON-INTERSECTION**

- |   |
|---|
| 22. fixed object _____                          |
| 23. other road vehicle, train, pedalcycle _____ |
| 24. other object, animal _____                  |

**NON- COLLISION****INTERSECTION**

- |                               |
|-------------------------------|
| 25. overturn _____            |
| 26. other non-collision _____ |

**NON-INTERSECTION**

- |                               |
|-------------------------------|
| 27. overturn _____            |
| 28. other non-collision _____ |

7. TOTAL NUMBER OF LANES ON ROADWAY: One Lane \_\_\_\_\_ Two Lane \_\_\_\_\_ Three Lane \_\_\_\_\_ Multilane \_\_\_\_\_

8. AGE OF SCHOOL BUS DRIVER: 21-30 \_\_\_\_\_ 31-40 \_\_\_\_\_ 41-50 \_\_\_\_\_ 51-60 \_\_\_\_\_ Over 60 \_\_\_\_\_

9. DRIVER GENDER: 1. MALE \_\_\_\_\_ 2. FEMALE \_\_\_\_\_

10. DRIVER'S EXPERIENCE DRIVING SCHOOL BUS:
1. less than 6 months \_\_\_\_\_ 3. 1-2 years \_\_\_\_\_ 5. 5-10 years \_\_\_\_\_  
 2. 1 year or less \_\_\_\_\_ 4. 2-5 years \_\_\_\_\_ 6. over 10 years \_\_\_\_\_
11. WAS BUS DRIVER'S SEAT BELT IN USE WHEN THE INCIDENT OCCURRED? 1. YES \_\_\_\_\_ 2. NO \_\_\_\_\_
12. TYPE OF SCHOOL BUS: (see def.) 1. TYPE A \_\_\_\_\_ 2. TYPE B \_\_\_\_\_ 3. TYPE C \_\_\_\_\_ 4. TYPE D \_\_\_\_\_ 5. OTHER \_\_\_\_\_
13. SCHOOL BUS USE AT TIME OF INCIDENT:  
 1. REGULAR ROUTE \_\_\_\_\_ 3. SPECIAL EDUCATION USE \_\_\_\_\_  
 2. FIELD/ACTIVITY TRIP (SCHOOL RELATED USE) \_\_\_\_\_ 4. OTHER USE \_\_\_\_\_
14. CONDITION OF ROAD AT TIME OF INCIDENT (enter only one response):
1. dry \_\_\_\_\_ 3. under repair \_\_\_\_\_ 5. holes or ruts \_\_\_\_\_ 7. wet \_\_\_\_\_  
 2. ice \_\_\_\_\_ 4. snow packed \_\_\_\_\_ 6. muddy \_\_\_\_\_ 8. other (specify) \_\_\_\_\_
15. LIGHT CONDITION (enter only one response):
1. dawn \_\_\_\_\_ 3. dusk \_\_\_\_\_ 5. dark, not artificially illuminated \_\_\_\_\_  
 2. daylight \_\_\_\_\_ 4. dark, artificially illuminated \_\_\_\_\_
16. WEATHER CONDITION (enter only one response):
1. clear \_\_\_\_\_ 3. raining \_\_\_\_\_ 5. snowing \_\_\_\_\_ 7. smog/smoke \_\_\_\_\_  
 2. sleeting \_\_\_\_\_ 4. fog \_\_\_\_\_ 6. dusk \_\_\_\_\_ 8. other (specify) \_\_\_\_\_

#### PART II – LOADING/UNLOADING ZONE INCIDENTS (SEE DEFINITIONS)

1. AT THE TIME OF THE INCIDENT, WHERE WAS THE BUS? (enter only one response)
1. approaching zone \_\_\_\_\_ 2. stopped in the zone \_\_\_\_\_ 3. leaving the zone \_\_\_\_\_ 4. not in sight \_\_\_\_\_
2. WAS THE PUPIL(S)? 1. hit by the bus \_\_\_\_\_ 2. hit by other vehicle \_\_\_\_\_
3. LOCATION OF INJURED PUPILS:
1. on side of road \_\_\_\_\_ 2. in roadway \_\_\_\_\_ 3. on sidewalk \_\_\_\_\_ 4. other (specify) \_\_\_\_\_

#### PART III – INJURY TALLY SHEET FOR STUDENT AND SCHOOL PERSONNEL

AGE	ON BOARD BUS									OFF BUS LOADING//UNLOADING ZONE								
	FATALITY				INJURED					FATALITY				INJURED				
					SERIOUS	MODERATE	MINOR							SERIOUS	MODERATE	MINOR		
	M		F		ALL		ALL		ALL	M		F		ALL		ALL		ALL
Under 5																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
Over 18																		
Driver																		
Others																		
Totals																		

REPORT SUBMITTED BY:

Signature Name (Print)

Date Position  
 KDE MIC APPROVED 2500-1015 8/86